

**Foundation University Islamabad  
Sialkot Campus  
Final Term Online Examinations Spring-2020**



**Instructions for Faculty:**

1. The Final Term Online Examinations will be held from **Monday 17<sup>th</sup> August to 22<sup>nd</sup> August, 2020**. Date sheet of the subject examinations available on the university website or LMS menu.
2. All the faculty members will upload their question paper online (**35% marks**) on the LMS **30 minutes** before the start of each exam. Respective HOD/CMS coordinator will ensure timely uploading/submission of question paper.
3. Faculty members are requested to ensure implementation of SOP's Exam system as follows: -
  - a. Title of paper should be as per exact course registration.
  - b. The exact programs/semesters/section may be shown on the question papers.
  - c. The date of paper & instructor name must be indicated on the paper.
4. The subject teacher will administer the exam and would remain available online during exam.
5. **Final Term Exams Assessment Marks Weightage:**
  - All Undergraduate programs – 60%**
  - Open Book Exam/Open Notes – 35%
  - Assignments (1-2 major assignments) – 25% (**MUST** be given to students before Final term exam)
6. Final exams will comprise of an **online, Open Book, Limited Time Assessment**, with **5-hours solution time** from the issuance by the relevant faculty member to the submission (upload/e-mailed) by respective students.
7. Being Open Book format, the assessment would be based on real-life problem, using one or a combination of problem-based learning/case studies/design scenarios/insight and reflection to overcome the challenges of online assessment; asking interpretive questions and focusing on higher order skills (synthesis, apply, interpret, analyze, evaluate, create, etc).
8. The online examination will be invigilated by faculty through cameras/LMS/MS Team. Monitoring will be done using alternative means employed by experts parallel to LMS. A complete recording of the invigilation will be saved for future reference.

9. **Result submission:** Complete final award lists consisting, **Mid/Sessional (Quizzes & Assignments) 40%** and **final term 60%** marks duly signed by respective HoD be submitted to Exams Cell within **05 days** from the subject paper/exam held.

***Good Luck & Stay Safe!***



**Assistant Controller Examinations**

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